

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	5-19-76	<i>William J. Mylonakis</i> DHR-RM	5-18-76
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>[Signature]</i>	5-26-76
		Secretary of State/Designee	Date
		<i>[Signature]</i>	5-24-76
		Attorney General/Designee	Date
		<i>[Signature]</i>	5-27-76

Department of Human Resources
State and Local Coordination
Special Administrative Services Unit
47 Trinity Avenue, Rm. 403-S
Atlanta, Ga.

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To provide hearings on final appeals as the ultimate step in Agency administrative review, to coordinate and expedite relationships with the Office of the Attorney General and to Coordinate the preparation, introduction and passage of DHR's Annual Legislative Package; to provide general informational legal services to the Department.

76-171

DHR Civil Action Litigation Files

Documents relating to the maintenance and coordination of civil action suits brought against the Department and the subsequent litigation of the civil action.

Included but not limited to are; documents consisting of copies of pleadings, briefs, court orders, memoranda, notices, transcripts, correspondence filed in court, correspondence forwarded or received in connection with cases litigated or settled without litigation and similar and related documents.

Files are arranged: Active File - by case.
Inactive file - chronologically by year;
thereunder by case.

76-172

Attorney General Opinions Correspondence Files

Documents relating to the maintenance of copies of official and unofficial legal opinions requested by DHR to the State Attorney General's office.

Included but not limited to are; copy of official opinion or correspondence addressing unofficial opinions, letter requesting opinion; and related material.

Files are arranged chronologically by month and year; thereunder alphabetically by subject.

76-173

DHR Proposed Legislation Reference Files

Documents relating to the maintenance of proposed legislation affecting DHR Units. Included are copies of proposed legislation, correspondence from DHR Units reflecting their position of legislation and similar and related documents.

Files are arranged chronologically by year thereunder alphabetically by subject.

When case is closed, remove from active file and place in inactive file; then cut-off inactive file at end of each fiscal year; hold in current files area 3 years; then destroy.

Earlier destruction is authorized, provided that no files are destroyed earlier than 6 months after case is closed.

Cut-off file at the end of the fiscal year, hold in current files area 2 years; then transfer to the State Records Center; hold 3 years; then destroy.

Please note: Most material duplicated in Department of Law.

Cut-off file at the end of the calendar year; hold in current files area 1 year; then retire to State Archives.

State Archives personnel have evaluated file series and have requested that files be retired to State Archives.

76-174

Special Administrative Services Director's Subject Files

Documents relating to all areas of interest and responsibility of the Director of Special Administrative Services.

Included are correspondence reports, studies, memos concerning policy and procedure for units within the Special Administrative Section, legislative and budget material, communications with state and federal officials and other documents relating to the functional areas of the Section. File is arranged chronologically by year, thereunder alphabetically by subject.

Cut-off file at the end of the the calendar year, hold in current files area for 3 years; then destroy. Earlier destruction is authorized.

D-76-25

Factory For The Blind Administrative Support Files

Documents relating to maintenance of administrative support documents for the Factory for the Blind Program before Reorganization of State Government in 1972. Included are correspondence, reports, memos concerning policy and procedure for the Factory for the Blind Units, budget material and similar and related documents. Files are arranged alphabetically by subject.

Retire to State Archives.

Please note: This is one-time disposition standard. State Archives Personnel have requested that this file series (1 drawer accumulation) be retired to State Archives.